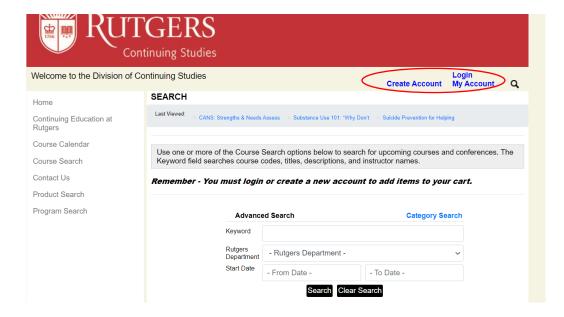
CSOC TTA

COURSE REGISTRATION GUIDE

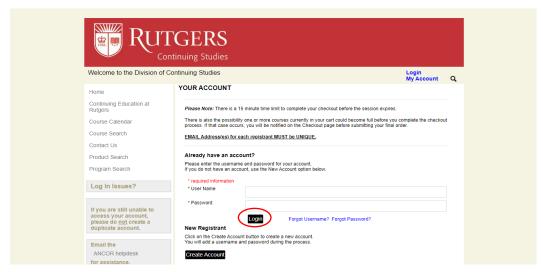


- 1. Visit: https://ce-catalog.rutgers.edu/search.cfm
- Select "Create Account" to create an account if you don't already have one. Complete all
 required fields and click "Submit." When you complete this process, you'll be taken back to your
 account's home page. Select "Course Search" and continue to Step 4 of this document.

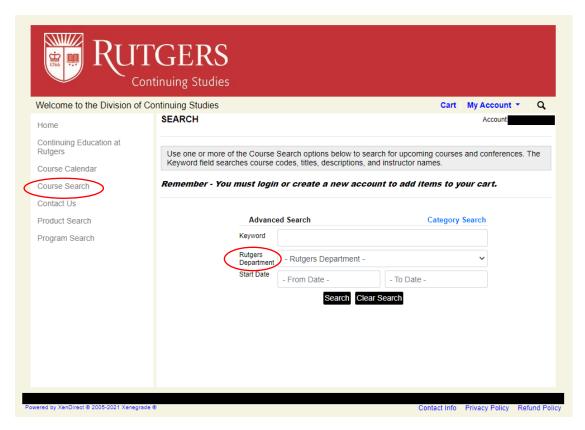
If you already have an account set up, select "Login My Account" and continue to Step 3.



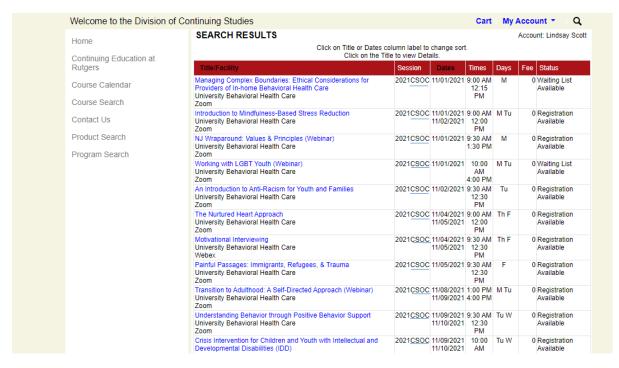
3. Enter your username and password and click "Login".



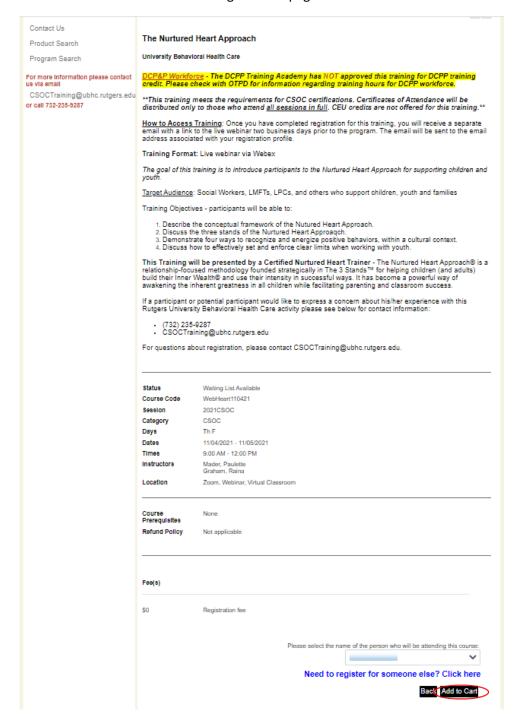
4. Select "Course Search". Go to Rutgers Department Name and select "University Behavioral Health Care" from the dropdown menu. Next, enter in the dates that you would like to view and click "Search". You can also search for a course by typing in the title of the training in the Keyword section.



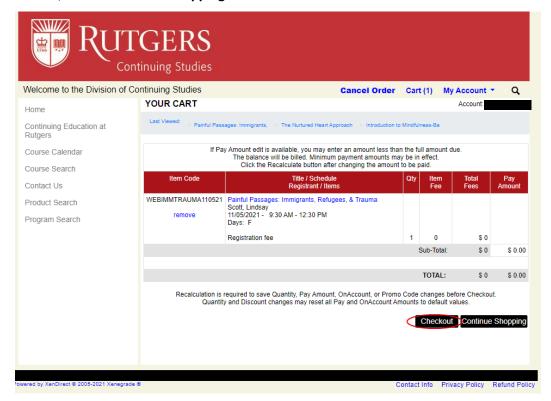
Select any of the courses with the session labeled "CSOC" to view training details and to register. Note: Non-CSOC trainings are intended for other audiences and may have fees associated.



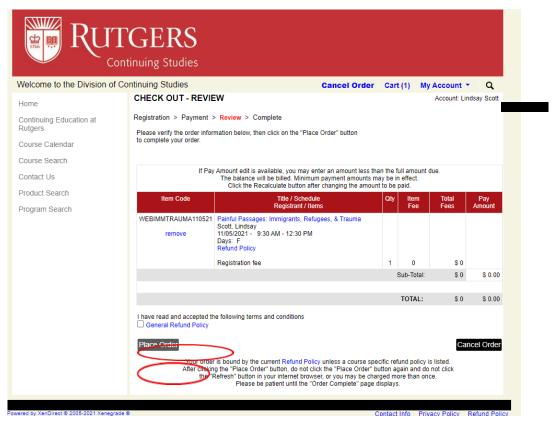
6. Once you've selected the training, you will be able to view the course details. To register, click "Add to Cart" at the bottom of the page. *Note:* If registration requires an approval code, please enter it in the box near the bottom right of the page.



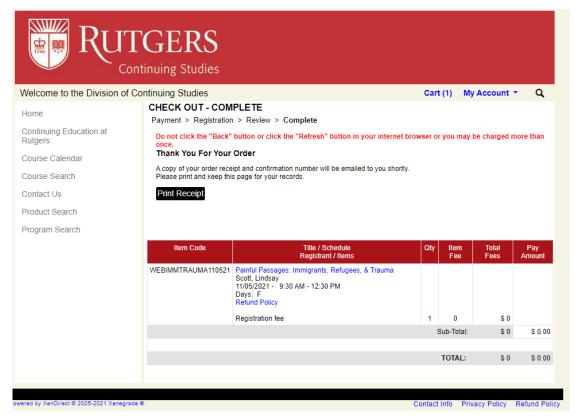
7. Once the course has been added to your cart, select "Checkout". If you would like to add more courses, select "Continue Shopping".



8. Read and accept the General Refund Policy. Select "Place Order" to complete your registration.



9. On the next screen, an order confirmation page will appear, and you will receive a confirmation email from CE-Registration.rutgers.edu. You may click on "Print Receipt" if you would like to print a copy of the order.



Note: You will receive a separate email with a link to the live training session(s) two business days prior to the start of the program. The email will be sent to the email address associated with your registration profile.

You can return to https://ce-catalog.rutgers.edu/search.cfm at any time and sign in to your account to view past and upcoming registrations as well as other account details.

Questions or Concerns? Please contact us at <u>csoctraining@ubhc.rutgers.edu</u> or (732) 235-9287.